

Multi State Alternate Assessment

Winter Assessment Workshop 2022

Welcome

- ▶ Training will provide overview of administration of the Multi State Alternate Assessment (MSAA) and roles of Test Coordinator (TC) and Test Administrator (TA)
- ▶ Assesses English Language Arts (Reading and Writing) and Mathematics
 - ▶ Aligned to State Content Standards and MSAA Core Content Connectors (CCC)
 - ▶ Alternate test for the 1% of students identified with severe cognitive disabilities
- ▶ Grades 3-8 and 11 (once in high school)

Overview

- ▶ One-to-one administration
- ▶ Test Administrator must use Directions for Test Administration (DTA)
- ▶ Formats
 - ▶ Computer based
 - ▶ Paper based (downloaded from testing platform)
 - ▶ Paper version and Scribe must be in student's IEP
 - ▶ TA will enter student responses into online platform
 - ▶ Same assessment; format determined by what is appropriate for the student

Item Types

- ▶ Selected Response
 - ▶ ELA and Mathematics
- ▶ Constructed Response
 - ▶ Mathematics
- ▶ Writing Prompt
 - ▶ ELA
 - ▶ Sentence Starters
 - ▶ Blank Template

Stage Adaptive Design

- ▶ Session 1 is same for all students in same grade
 - ▶ Different forms with items rearranged
 - ▶ Different field test items
- ▶ Session 2 varies by difficulty/complexity level
 - ▶ 3 versions: A, B, or C
 - ▶ Version assigned based on session 1 performance

Built-In Supports

- ▶ Entire test read aloud
 - ▶ Part of Directions for Test Administration
 - ▶ Must be read exactly as written, no paraphrasing or word emphasizing to provide hints allowable
 - ▶ Text to Speech also available
- ▶ Use of manipulatives
- ▶ Pictures and graphics support what is read
- ▶ Use of models and demonstrations
- ▶ Common geometric shapes and smaller numbers in math test

Accommodations

- ▶ Assistive Technology
- ▶ Paper Version – downloaded from MSAA system
- ▶ Scribe
- ▶ Sign Language

Must be written into the IEP on the Instructional and Statewide Section

Test Manuals

- ▶ Test Administration Manual
 - ▶ Resource to help prepare Test Coordinators and Test Administrators to give MSAA
- ▶ Test Coordinators User Guide
 - ▶ Resource to guide TCs in managing MSAA administration
- ▶ Test Administrators User Guide
 - ▶ Resource to guide TAs in administering the test to students

Test Administration Manual

Important Dates

Test Administration Window	
Action	Date(s)
MSAA Administration Window Opens	March 14, 2022, at 8:00 am ET
Last Day to Submit Requests <ul style="list-style-type: none">• Grade Reassignments• Reopen Closed Tests	April 26, 2022
End of Test Survey (EOTS) <i>Complete one EOTS <u>after</u> both Content Area Tests are submitted and/or closed for <u>all</u> Students listed under the TA's Students tab.</i>	March 14, 2022–April 29, 2022
MSAA Administration Window Closes <i>All tests must be submitted or closed by 8:00 pm ET.</i>	April 29, 2022, at 8:00 pm ET

Test Administration Manual

Training and Test Administration Documents Posted	
<i>All resources are posted in the MSAA Online Assessment System at http://www.msaaassessment.org/ under the locations listed below.</i>	
Training and Test Administration Documents	Location
State-Specific Policy Documents	Resources
Test Administration Manual (TAM)	Resources
Test Coordinator User Guide	Resources
Test Administrator User Guide	Resources
Test Administration Best Practice Videos	Resources/Sample Items Tab
Test Administrator and Test Coordinator Training Modules and Final Quiz (Available February 28, 2022)	Test Administration Training Tab
Sample Items	Sample Items Tab
Directions for Test Administration (DTA) (Required for each student)	Action Button in Students

[SDDOE Alternate Assessment webpage](#)

Test Administration Manual

- ▶ MSAA Administration Materials
 - ▶ Test Coordinators
 - ▶ Test Administration Manual
 - ▶ [Appendix F Checklist](#)
 - ▶ Test Coordinator System User Guide
 - ▶ Test Administrators
 - ▶ Test Administration Manual
 - ▶ [Appendix F Checklist](#)
 - ▶ Test Administrator System User Guide
 - ▶ Directions for Test Administration

Accessing MSAA

- ▶ District Test Coordinator info loaded with district/school info
- ▶ Email will be sent when MSAA System goes live on February 28
- ▶ Create accounts for others in district
- ▶ Training modules required for Test Administrators, optional for Test Coordinators

Test Coordinator Responsibilities

- ▶ Before Testing:
 - ▶ Create accounts for others in district
 - ▶ Ensure TAs can access MSAA system and do their required training
 - ▶ Notify DOE to add/transfer missing students (***DO NOT ADD STUDENTS TO THE SYSTEM***)
- ▶ During Testing:
 - ▶ Test security
 - ▶ Ensure TAs are using Directions for Test Administration while testing one-to-one
 - ▶ Following testing progress on “Test Status Summary” page
 - ▶ Closing any tests due to Early Stopping Rule
- ▶ After Testing:
 - ▶ Shred all testing materials from Test Administrators
 - ▶ Download test results when available and distribute to families

Creating Accounts

- ▶ Option 1: Best if creating a lot of accounts
 - ▶ Download Org ID File
 - ▶ Found under “Actions” on the Organizations tab
 - ▶ Org IDs are unique and change each year because of annual purge
 - ▶ Download template for Users
 - ▶ Found under “Actions” on the Organizations tab
 - ▶ Follow included instructions to fill out and upload
 - ▶ Errors are reported to so they can be fixed
- ▶ Option 2: Create accounts individually
 - ▶ Found under Users tab

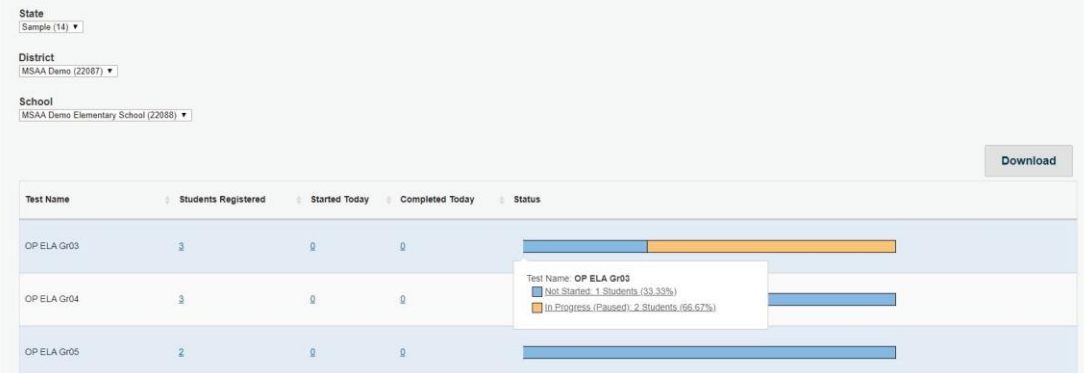
Following Test Progress

► Test Status Summary Page

Status

- Not Started - Tests that have not been launched
- In Progress (Paused) - Tests that have been started but are paused and can be resumed
- In Progress (Locked) - Tests currently in use online
- Submitted - Tests that have been completed and submitted
- Closed - Tests closed by a TC

Test Status Summary by Test



► Students Page

Student ID (system-generated)	Student ID (state-issued)	Organization	Student Information	Test Name	Test Status	Test Administrator	Actions
4	NV10013	NVSchool	Student13 Test Grade 3	Math POC Stage Adaptive V3 10 03 2016 Form 1	Paused by	Joseph Luat	Actions ▼
4	NV10013	NVSchool	Student13 Test Grade 3	Math POC Stage Adaptive V3 10 03 2016 Form 1	Paused by	Joseph Luat	Actions ▼
5	NV10014	NVSchool	Student14 Test Grade 4	Math POC Stage Adaptive V3 10 03 2016 Form 1	In Progress with	Testing QA	Actions ▼

Test Administrator Responsibilities

- ▶ Before Testing:
 - ▶ Complete all training
 - ▶ Student Profile (i.e., Demographics, LCI, Accommodations, SRC)
 - ▶ Notify TC of any missing students
- ▶ During Testing:
 - ▶ Test Security
 - ▶ Use Directions for Test Administration
 - ▶ Ensure student receives any accommodations
- ▶ After Testing:
 - ▶ Submit test
 - ▶ Complete After Test Accommodations
 - ▶ Complete one End of Test Survey (ETS)
 - ▶ Give Test Coordinator all testing materials to securely shred

Who Can Be A Test Administrator

- ▶ Certified educator familiar with the student
 - ▶ Typically the student's teacher
 - ▶ Must complete TA modules and pass with at least 80%
- ▶ Long-term substitute who is certified and familiar with the student
 - ▶ Must complete TA modules and pass with at least 80%
 - ▶ Directions for Test Administration and test locked

Test Administration Training

- ▶ Test Administrators must complete all modules
 - ▶ Must pass final quiz with at least 80%
 - ▶ Unlocks Directions for Test Administration and tests
- ▶ Best Practice videos available

Table 6. Best Practice Videos


Video #	Video Titles	Running Time
Video 1	How to Administer Items	10 minutes
Video 2	How to Administer the SRC and Implement the ESR	12 minutes
Video 3	How to Administer a Level 2 Writing Prompt	17 minutes
Video 4	How to Administer a Level 3 Writing Prompt	16 minutes

- ▶ Separate modules for Test Coordinators
 - ▶ Completely optional, final quiz not required


Student Profile

- ▶ Demographic Information
- ▶ Learning Characteristic Inventory (LCI)
 - ▶ Educational
 - ▶ Communication
 - ▶ Linguistic
- ▶ Identify Accommodations
- ▶ Student Response Check (if applicable)

Accessing Student Profile

MSAA SystemWelcome, Mary Smith Log out

[Dashboard](#)[Test Status Summary](#)[Students](#)[Test Administration Training](#)[Reports](#)



Multi-State Alternate Assessment System

- Access Assessment Training Resources
- Set-up and Edit Student Information
- Start and Manage Tests

Student ID (system-generated)	Student ID (state-issued)	Organization	Student Information	Test Name	Test Status	Test Administrator	Actions
4	101010	BT Elementary School	Test qa Grade 5	AutoMathSATest Form 2	Paused by	BT QA (4)	<div>Menu of actions available for the test</div> <div>Go to Student Profile</div> <div>Start Test</div> <div>Open Test in PDF</div> <div>TA Directions</div>
4	101010	BT Elementary School	Test qa Grade 5	ELA_Grade 3_Stage Adaptive_JK Form 1	Paused by	BT QA (4)	

Student Demographic Information

<u>Demographics</u>	<u>LCI</u>	<u>Accommodations: Before Test</u>	<u>SRC</u>	<u>Accommodations: After Test</u>
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Please contact your Test Coordinator to make edits to Student Demographic information

Student ID *

First Name *

Last Name *

- Test Administrators can only review
- Contact Test Coordinators with any updates

Student Learner Characteristics Inventory (LCI)

Demographics	LCI	Accommodations: Before Test	SRC	Accommodations: After Test
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Save

Cancel

Student's Primary IDEA Disability

Deaf-blindness

Is your student's primary language a language other than English?

☐ No

☒ Yes

Primary Language *

English

Classroom Setting

☐ Special school.

☒ Regular school, self-contained special education classroom, some special inclusion (students go to art, music, PE) but return to their special education class for most of school day.

☐ Regular school, primarily self-contained special education classroom, some academic inclusion (students go to some general education academic classes (reading, math, science, in addition to specials) but are in general education classes less than 40% of the school day).

☐ Regular school, resource room/general education class, students receive resource room services, but are in general education classes 40% or more of the school day.

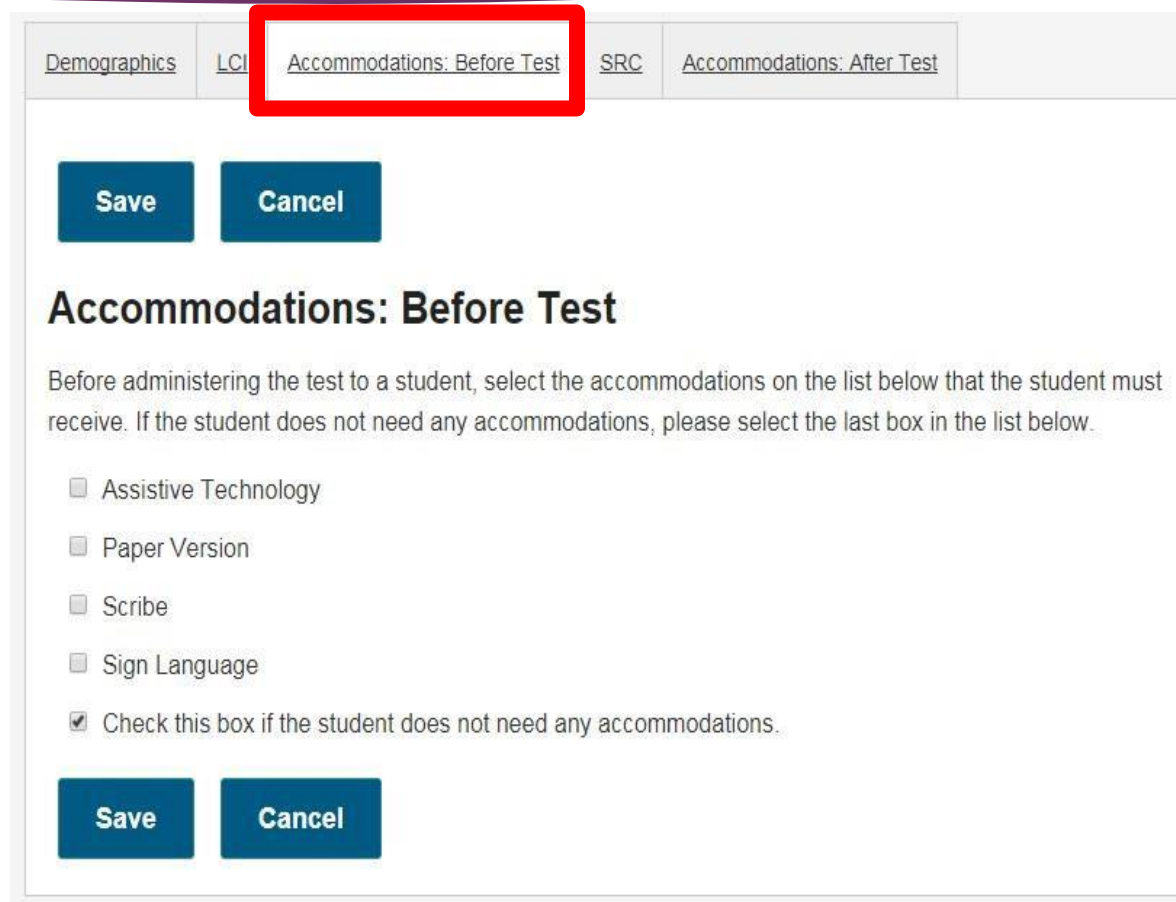
☐ Regular school, general education class inclusive/collaborative (students based in general education classes, special education services are primarily delivered in the general education classes) – at least 80% of the school day is spent in general education classes.

NOTE: All fields are required. A radio button or dropdown menu is available to provide your response.

Accommodations: Before Test

REQUIRED!!!!

Check all
boxes that
apply



The screenshot shows a web application interface with a tabbed menu at the top. The tabs are 'Demographics', 'LCI', 'Accommodations: Before Test' (highlighted with a red box), 'SRC', and 'Accommodations: After Test'. Below the tabs, there are two blue buttons: 'Save' and 'Cancel'. The main heading is 'Accommodations: Before Test'. Below this heading is a paragraph: 'Before administering the test to a student, select the accommodations on the list below that the student must receive. If the student does not need any accommodations, please select the last box in the list below.' Below the paragraph is a list of checkboxes: 'Assistive Technology', 'Paper Version', 'Scribe', 'Sign Language', and 'Check this box if the student does not need any accommodations.' (which is checked). At the bottom, there are two more blue buttons: 'Save' and 'Cancel'.

Demographics LCI **Accommodations: Before Test** SRC Accommodations: After Test

Save **Cancel**

Accommodations: Before Test

Before administering the test to a student, select the accommodations on the list below that the student must receive. If the student does not need any accommodations, please select the last box in the list below.

- ☐ Assistive Technology
- ☐ Paper Version
- ☐ Scribe
- ☐ Sign Language
- ☒ Check this box if the student does not need any accommodations.

Save **Cancel**

Accommodations: After Test

<u>Demographics</u>	<u>LCI</u>	<u>Accommodations: Before Test</u>	<u>SRC</u>	<u>Accommodations: After Test</u>
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Save **Cancel**

Accommodations: After Test

Please select the accommodation/s that the student actually used during the Test. If the student did not use any accommodations, select the last box.

- ☐ Assistive Technology
- ☐ Paper Version
- ☐ Scribe
- ☐ Sign Language
- ☐ Check this box if the student did not need any accommodations.

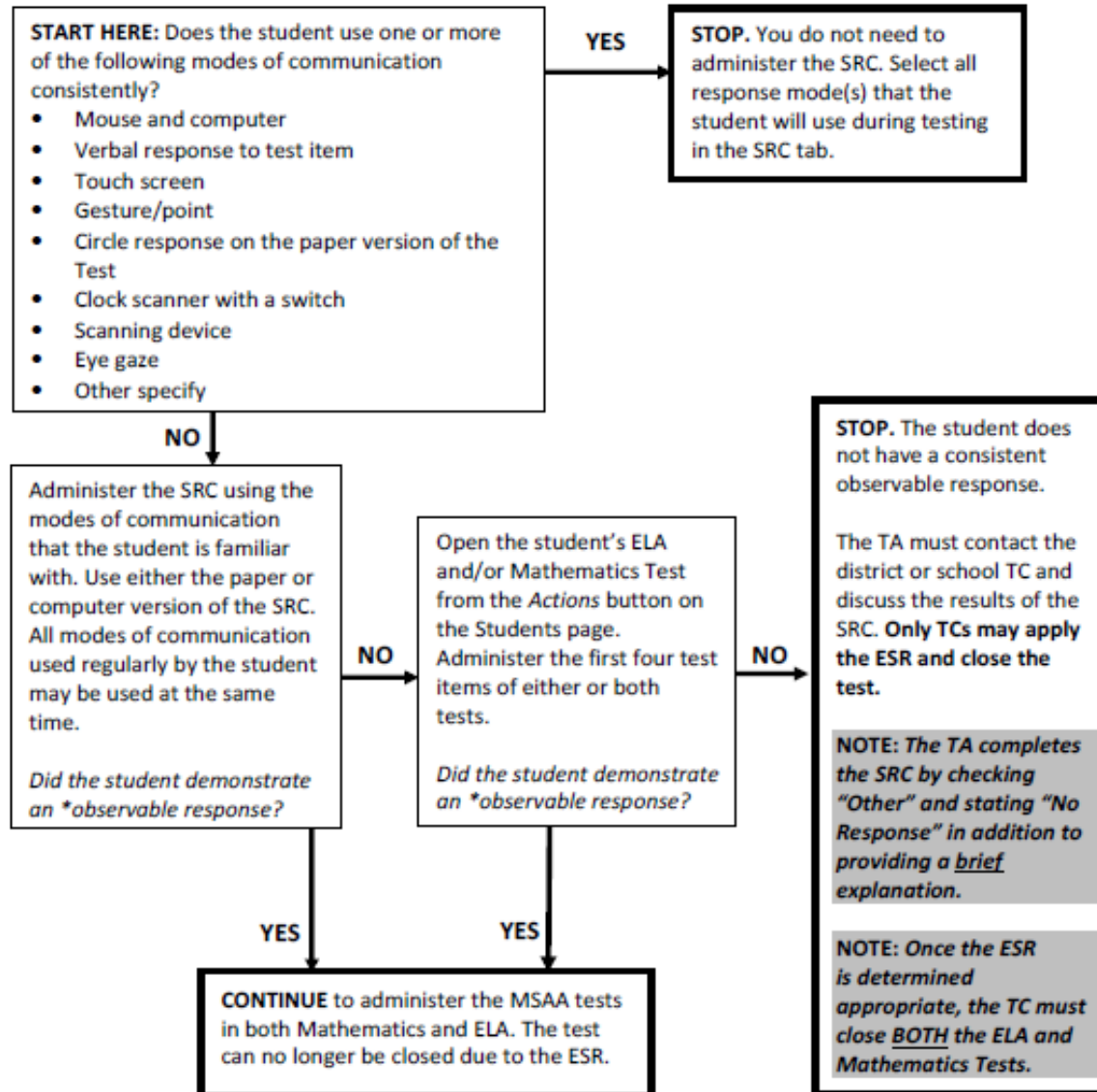
Mark accommodations selected before testing that were actually used for testing

Student Response Check (SRC)

- ▶ Observe the student responding to the task using each mode or response, as appropriate
 - ▶ If student uses a mode of response, check this mode on SRC
 - ▶ This needs to be repeated in grades 5, 8, and 11 for Science-Alt

NOTE: The use of hand-over-hand or any physical prompt is not considered an observable response because the student is not indicating his/her answer choice in an independent way.

Figure 1: The SRC and ESR Flowchart:



Early Stopping Rule (ESR)

SRC and ESR

Demographics LCI Accommodations Before Test SRC Accommodations After Test

Save Cancel

Student Response Check to Observe Student Response Mode

Please see pages 30-32 in the [Test Administration Manual](#) for directions.

The purpose of the Student Response Check (SRC) is to ensure that the TA can clearly see and understand which answer a student chooses for a test item. For students who have a clear method of communication and who clearly select their answers to the test questions by either responding verbally or using assistive technology (AT), conducting an SRC is not necessary. Students do not need to use the same response mode for every item.

Note: The use of hand-over-hand or any physical prompt is not considered a consistent and observable response because the student is not indicating his/her answer choice in an independent way.

The TA will not conduct an SRC if the TA is certain that the student has a consistent, observable mode of communication so that the TA may enter a student's response in the MSAA System with confidence. If so, skip down to the list of communication modes below and indicate how the student will respond to the test items. Then proceed to administering the Test.

The TA will conduct an SRC if the TA is uncertain that the student has a consistent mode of communication and that the student's response to a test item may not be observable by the TA so that the TA may enter a student's response in the MSAA System with confidence. There are two ways that the TA can conduct the Student Response Check: select the "Start Computer Student Response Check" button to start the computer-based version, or select Paper and Pencil Student Response Check to download a paper version of the SRC.

Start Computer Student Response Check Paper & Pencil Student Response Check

Indicate below the students' communication modes; the way in which the student will respond to the test items. More than 1 communication mode may be indicated.

- ☐ Student uses mouse and the computer
- ☐ Student will provide a verbal response to the test item
- ☐ Student will use a touch screen or gestures/pointing to select the item
- ☐ Student circles the correct response on the paper/pencil version of the test
- ☐ Student will use a click scanner with a switch
- ☐ Student will use a scanning device
- ☐ Student uses eye-gaze
- ☐ Other, please specify

NOTE: The TA completes the SRC by checking "Other, please specify". "No Response" must be added to the text box in addition to providing a brief explanation for any student who does not have a consistent observable response.

*If the Early Stopping Rule (ESR) is determined appropriate, the **TC** must close BOTH the ELA and Mathematics Tests.*

Closing a Test

- ▶ A test may be closed ONLY if the criteria for the Early Stopping Rule is met:
 - ▶ The student had no observable response during SRC, AND the TA administered the first four items in math or reading AND the student's response was not observable to any of the first four test items.
 - ▶ The TA completes the SRC by checking "Other, please explain", states "No Response" and provides a brief explanation in the text box, and consults the TC
 - ▶ The TC must close **BOTH** the ELA and Mathematics tests.
 - ▶ Only Test Coordinators have the option to close a test.

Before Student Testing Begins

- ▶ Verify all technology works with testing
- ▶ Student has gone through some practice items
- ▶ Test administrator has finished all training modules and passed final quiz with at least an 80%
- ▶ Student Profile has been completed:
 - ▶ Demographics, LCI, Accommodations Before Test, and Student Response Check
- ▶ Session 1 of the Directions for Test Administration have been downloaded and read

Directions for Test Administration

- ▶ Required for administration
- ▶ Provides exact wording of the items to be read aloud by the TA
- ▶ Lists materials needed in preparation of the test
 - ▶ Session 1 contains all cut outs, manipulatives, templates, and reference sheets for both session 1 and session 2
 - ▶ Cut outs and reference sheets are printed 1 per student
- ▶ Guidelines on how to present items to the student

DTA Guidelines

- ▶ Gray, italicized text indicates actions TA should perform
- ▶ Gray, italicized text inside brackets directs TA to read the alternative text that describes a graphic to the student.

Reading Item Example

Directions

Reference the passage part.

We are going to read some sentences from the passage again. Listen for clues that tell you what the word **drift** means.


"People send paper lanterns with candles into the sky. They wish for happiness. They wish for luck. They watch the lanterns **drift** in the sky."

Point to the boldfaced word.

What does the word **drift** mean in this sentence?

Point to and read each answer option.

[For students with a visual impairment, read "A. This is a picture of a girl lying down with her head on a pillow. Her eyes are closed."]



A. fall asleep

TA reads item text to the student.

TA reads item text to the student.

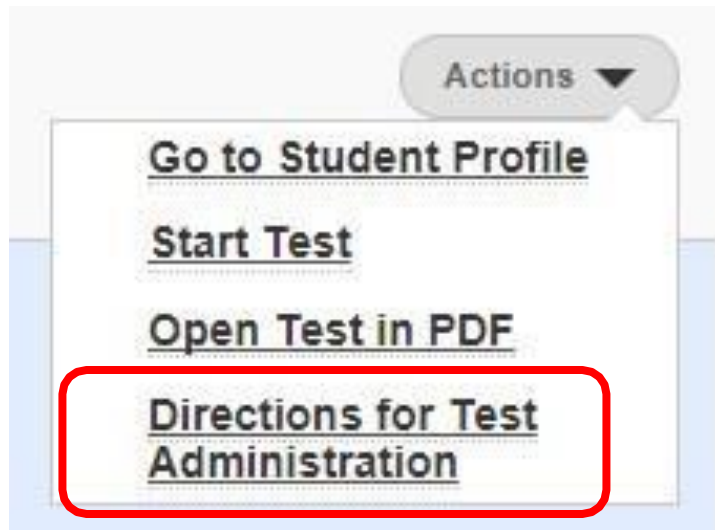
Directions for TA to point to the boldfaced word in the question.

TA reads item text to the student.

Directions for TA to point to and read each answer option.

TA reads alternative text to student with a visual impairment.

Accessing DTAs



Confirm Student

Please confirm the Student Name and Test Name, and select the session(s) you would like to download the DTA for. Then, click "Download DTA"

Student name

test1 student1 (101011)

Test name

OP Math Gr06

Select test session

☐ Session_1 ☐ Session_2A ☐ Session_2B ☐ Session_2C

Go Back

Download DTA

Adobe Reader is needed to print directions

Start and Navigate a Test

Dashboard Test Status Summary **Students** Test Administration Training Reports

HOME / STUDENTS /

Students

Organization
BT School (21) ▼

Search all columns **Go** Clear Filters

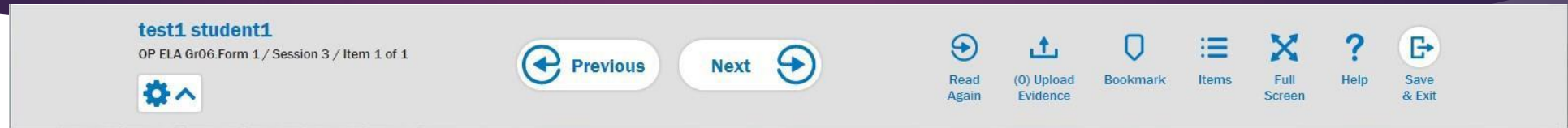
Student ID (system-generated)	Student ID (state-issued)	Organization	Student Information	Test Name	Test Status	Test Administrator	Actions
5	101011	BT School	test1 student1 Grade 6	OP ELA Gr06 Form 1	Submitted by	NCSC Admin (17319)	Actions ▼
5	101011	BT School	test1 student1 Grade 6	OP Math Gr06 Form 1	Paused by	Mary Smith (17322)	Actions ▼

Actions ▼

- [Go to Student Profile](#)
- [Start Test](#)**
- [Open Test in PDF](#)
- [Directions for Test Administration](#)

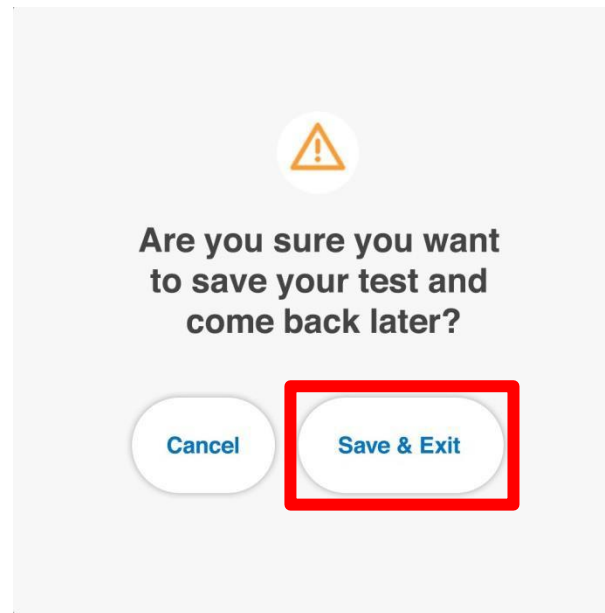
Only 1 test may be open at a time. Always pause and save a student's test when taking a break.

Test Tool Bar




- ▶ **Student Name**
- ▶ **Name of Test/Session/Current question # out of total # of questions**
- ▶ **Previous** – moves back one screen.
- ▶ **Next**– moves forward one screen.
- ▶ **Read Again** – allows the passage/item to be read again.
- ▶ **Upload Evidence** – uploads images of student work for the writing prompt.
- ▶ **Bookmark** - marks an item to be reviewed at a later time.
- ▶ **Items** – provides a summary of the questions that have or have not been answered.
- ▶ **Full Screen** – provides full-screen mode for viewing the item.
- ▶ **Help** – provides MSAA Service Center phone number.
- ▶ **Save & Exit** – saves the test and exits out of the test. Test may be resumed later.
- ▶ **Assessment Features Menu** – access accessibility menu (e.g., line reader)

Save & Exit



Saves test to come back and finish later

End of Session




You have reached the end of your session

SESSION 1

10/25 Answered

What would you like to do?

[Review Current Session](#) | [Submit Session](#) | [Save & Exit](#)



Are You Sure?

You will not be able to come back to the current session once you move on to the next one.

[Cancel](#) [Finish Session](#)


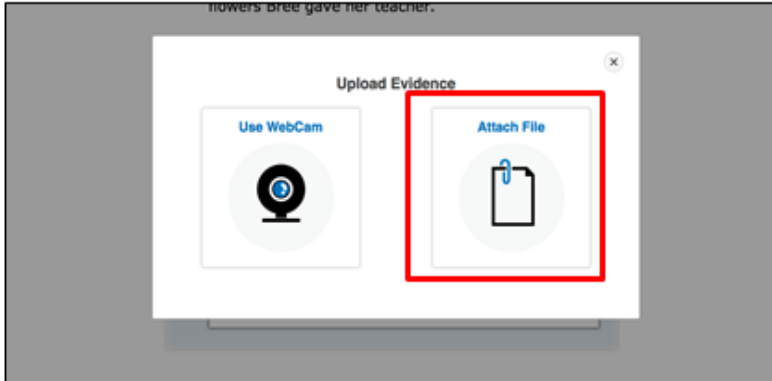
Once session is submitted and finished, it cannot be reopened

Writing Prompt

- ▶ DTAs provide scripted steps to guide students through writing processes using stimulus materials: topic selection; choosing characters/supporting details; drafting with a graphic organizer; revising; editing; producing final story or essay
- ▶ **Final** story or essay is what is submitted for scoring
 - ▶ Students use their primary mode of communication
 - ▶ If possible, students can type their final story or essay directly into the online test platform
 - ▶ Teacher can transcribe response into the online platform if student has scribe accommodation
 - ▶ If student used a printed response template to write their answer, the final response must be uploaded into the online test platform via webcam or scanner
 - ▶ Teacher must annotate before uploading so it can be understood by the scorer

Writing Prompt Upload

- Only necessary if student wrote response on paper

<p>When you are administering the writing items, the Upload Evidence button will become available.</p> <p>Click on this button to begin the evidence upload process.</p>	 A square button with a blue upward-pointing arrow and a document icon.
<p>A pop-up window provides you with two options to capture evidence.</p> <p>Select the Attach File button for scanned documents.</p>	 A screenshot of a pop-up window titled "Upload Evidence". It contains two buttons: "Use WebCam" with a camera icon and "Attach File" with a document icon. The "Attach File" button is highlighted with a red rectangular border.

After Testing Required Tasks

- ▶ Test Administrators must complete:
 - ▶ Accommodations: After Test for ***each student***
 - ▶ End of Test Survey once done with all students they are testing

Specific Policies

- ▶ Significant testing issues contact state testing coordinator
- ▶ Security agreements: Review with district testing coordinator
- ▶ Shredding materials after assessment
- ▶ No cell phones during testing

MSAA Service Center

- ▶ Phone: 1-866-834-8879 Email: MSAAServiceCenter@cognia.org
- ▶ Available 5:00 am – 7:00 pm CST (Monday-Friday)
- ▶ Questions about:
 - ▶ Technical issues with MSAA System
 - ▶ Test administration procedures (Test policy questions should go to SD DOE)
- ▶ Provide as much detail as possible, including:
 - ▶ Contact info, including state
 - ▶ Student system ID, if applicable
 - ▶ Any error messages
 - ▶ Device used including operating system and browser information
 - ▶ Network configuration

South Dakota Science Alternate

- ▶ Science-Alt is in the Cambium system
 - ▶ Cambium Help Desk 6 am – 6 pm CST
 - ▶ Phone: 1-855-838-8378
 - ▶ Email: SDHelpDesk@cambiumassessment.com
- ▶ Only students in grades 5, 8, and 11
- ▶ It is to be administered the same as MSAA
 - ▶ One-to-one
 - ▶ Test Administrator will need to start a test session
 - ▶ Testing needs to be on a different machine running the secure browser

SD DOE Contacts

- ▶ Assessment Office email: DOEAassessment@state.sd.us
- ▶ 1% Eligibility: Jessie Ahlers
 - ▶ Jessica.Ahlers@state.sd.us
 - ▶ 605-295-3441
- ▶ Missing Student in MSAA System: Chris Booth
 - ▶ Christina.Booth@state.sd.us
 - ▶ 605-773-6156